

How to create a JPEG file using Adobe Photoshop

You may never have created a JPG file using Photoshop before, you probably normally save your files in the proprietary PSD Photoshop format, so these instructions take you through the steps of creating a JPEG file in Photoshop.

Resizing your image

All digital images will be judged at a resolution of 1024 x 768 pixels. The 1024 is the width across, making the image a landscape format. Firstly, you should resize your image to fit within that pixel area. You will probably want to maintain the proportions of your image, so you may choose to add a background colour to fill any remaining space.

1. From the **Image** menu, choose **Image Size**, the Image Size dialog box is displayed

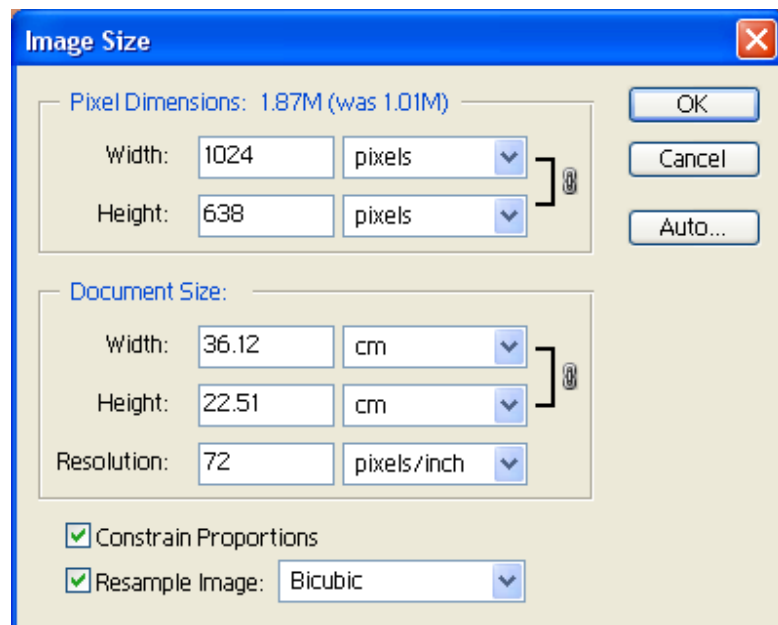
2. Make sure the units you have selected are **pixels** (top centre of the box).

3. Enter the width you want, for example 1024.

The height will adjust automatically providing you have the **Constrain Proportions** box ticked.

4. Finally, check the height, if the height is more than 768, then you need to enter 768 in the height - this will reduce the width to less than 1024 pixels. Click **OK**.

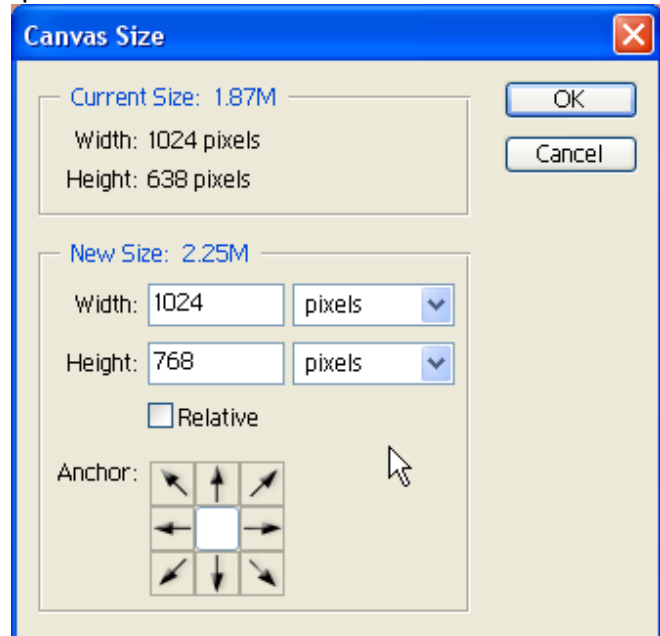
Tip: many people will talk about "file size" or "dpi" - none of this is relevant here, you are measuring in pixels only.



Adding a background

If your image is not exactly 1024 x 768 then we will judge it with a black background filling the remaining space. If you want to choose some other colour than black then you can do so. With the resized image from steps 1 to 4 completed:

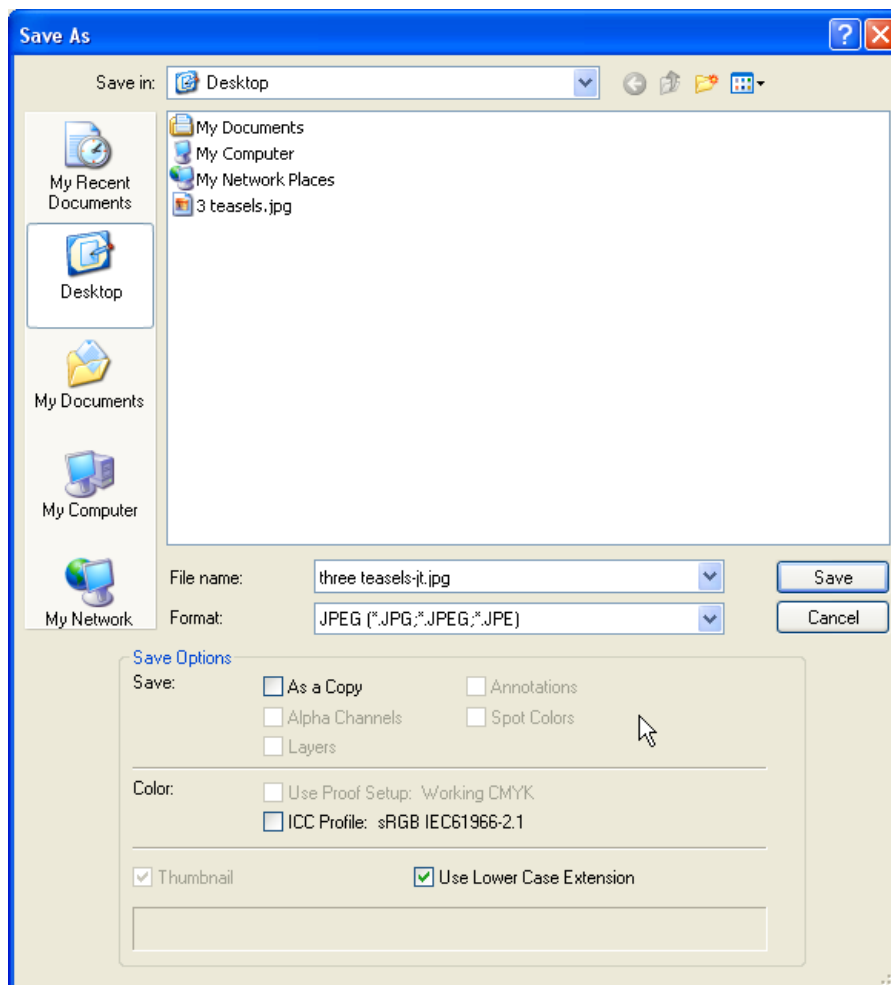
1. Set the background colour on the colour palette to the colour you want.
2. From the **Image** menu, choose **Canvas Size**. The Canvas Size dialog box is shown.
3. Make sure the units are set to pixels. Type in 1024 for the width and 768 for the height.
4. Click **OK**.



Your image canvas is now enlarged to show the picture and the spare margins around the outside.

Saving the Image

1. To save a file as a JPEG file, from the **File** menu, choose **Save As**. The Save As dialog is displayed.



2. Select the folder you want to save to. Type in the correct **File name** (remember, it must show the file title followed by your initials. You can use spaces, or replace spaces with underscore if you want to). Next make sure the **Format** field is set to **JPEG**. See the example above.

3. Click the **Save** button, you'll then see the **JPEG Options** dialog box.

4. Set the amount of compression to apply to the image. You can set the Quality to 10 or 11 and that's fine. This will ensure the final file size is not too large but will retain the quality of the image. Make sure the **Format Options** is set to **Baseline ("Standard")**.

5. Click **OK**.

